

**NC DHHS
DMH/DD/SAS
CAP-MR/DD Day Supports**

	Description	Conditional Endorsement					Full Endorsement				
Reviewer:											
	CAP-MR/DD – Day Supports	Evidence of Compliance	MET	NOT MET	N/A		Evidence of Compliance	MET	NOT MET	N/A	Comments
	Provider Requirements										
a	**1) Must be delivered by practitioners employed by an organization that meets the standards established by the Division of MHDDSAS or LME approved/endorsed by DHHS. These standards set for the administrative, financial, clinical, quality improvement, and information services infrastructure necessary to provider services.	Provider application with all required supporting documentation as required in; provider application; program description Policy and Procedure Manual					Provider application with all required supporting documentation as required in; provider application; program description Policy and Procedure Manual				
b	2) Provider organization must demonstrate they meet these standards by being endorsed by the LME.										
c	** The organization must be established as a legally recognized entity in the US and registered to do business as a corporate entity in N.C.										
d	Maintain a license as specified under 10A NCAC 27G OR	Copy of current license					Copy of current license				
e	For Licensed Developmental Day Programs : Maintain a license as Developmental Day program approved by the Division of Child and Maternal Health OR	Copy of current license					Copy of current license				

f	For Licensed Day Care Programs: Maintain license as Licensed day Care Programs- GS 110 Article 7 OR	Copy of current license					Copy of current license				
g	Adult Day Care: Certified as Adult Day Care by the Division of Aging	Copy of current certification					Copy of current license				
Staffing Requirements											
a	Staff must meet requirements for paraprofessional in 10A NCAC 27G .0100-.0200 or in Licensed Developmental Day Programs staff have at least a high school diploma or high school equivalency supervised by a Qualified Professional or Associate Professional	Program description; Personnel Manual; job descriptions					Personnel files; supervision plans or other documentation that staff minimum requirements and supervision requirements are met.				
b	Staff must meet client specific competencies as identified by the individual's plan of care.	Program description; Personnel Manual; job descriptions					Personnel files; supervision plans or other documentation that staff minimum requirements and supervision requirements are met; documentation that client specific training has been provided as identified in the Plan of Care; copy of Plan of				

						Care.				
c	Direct Care Staff must have criminal record check	Program description; Personnel Manual; job descriptions				Personnel files; supervision plans or other documentation that staff minimum requirements and supervision requirements are met; copy of criminal record check.				
d	Staff must have a health care registry check in accordance with 10A NCAC 27 G.0200.	Program description; Personnel Manual; job descriptions				Personnel files; supervision plans or other documentation that staff minimum requirements and supervision requirements are met; copy of healthcare registry check.				
e	Staff who is providing transportation will have a driver license check.	Program description; Personnel Manual; job descriptions				Personnel files; supervision plans or other documentation that staff minimum				

							requirements and supervision requirements are met; copy of driver's license check.				
	Service Type/Setting										
a	Services are provided by licensed non- residential facility separate from the home or facility in which the individual resides.	Program description; policies and procedures.					Program description, policies and procedures; service notes documenting implementation of appropriate programming.				
b	On site attendance is not required to receive services that originate from the facility	Program description; policies and procedures					Program description, policies and procedures; and service notes documenting implementation of appropriate programming				
	Program /Clinical Requirements										
a	Day supports provide assistance with the acquisition, retention, or improvement in self-help, socialization, and adaptive skills.	Program description; policies and procedures.					Program description, policies and procedures; and service notes documenting				

							implementation of appropriate programming.				
b	Day Supports shall focus on enabling the individual to attain or maintain maximum functional level and shall be coordinated with physical, occupational, or speech therapies listed in the plan of care	Program description; policies and procedures.					Program description, policies and procedures; and service notes documenting implementation of appropriate programming; copy of approved Plan of Care.				
c	The service is inclusive of transportation to and from the participant's primary residence, the licensed facility, and or the community. Travel time is not billed since it is not actual service time. Billing for the service starts once the participant reaches the site. Travel time is addressed through the rate established for the service.	Program description; policies and procedures.					Program description, policies and procedures; and service notes documenting implementation of appropriate programming; copy of approved Plan of Care.				
	Documentation Requirements										
a	Documentation on a grid to include: full date the service was provided, goals that are being addressed; a number or letter as specified in the key which reflects the intervention/activity; a number or letter as specified in the key	Service Record; Policy and Procedure Manual					Evidence of documentation according to Service Records Manual.				

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